



Registering Students for the 2010 CRT-Alternate Assessment

1. Go to <http://iServices.MeasuredProgress.org>
2. Select **"Montana"** or **"Montana Alternate Assessment."**
3. Click **"CRT-ALT Student Registration."**
4. User Name: 4 Digit System Code (SS) used for MARS
5. Password: MARS system password
6. Click **"Login."**
7. Select **"Register Students"** from the dropdown menu found under **"CRT-ALT Student Registration"** (in light blue text at the top of the screen)
8. Select the appropriate school for the student you are registering from the **"School"** dropdown menu.
9. To register a student, click **"Add Student Record"** found below **"Student Roster."**
10. Complete all fields with System Test Coordinator, Student, and Teacher Information (all fields are required).
11. Select **"Submit"** upon completion.
12. To save entered information click **"Ok."** To discard, click **Cancel."**
13. Repeat steps 9 through 12 to register additional students.
14. To enter additional students at a different school within your system, select the school from the dropdown menu and repeat the steps above.
15. Registered students can be sorted by grade, first name, last name or student ID number.
16. To edit or remove a student and/or his or her information, click on the student's name.
17. Edit student information and click **"Submit."** To remove the student, click **"Remove."**
18. Click **"OK"** to save the action.
19. Once **"OK"** is selected you will be redirected to the main page. Student Roster lists per school can be printed by selecting either the XLS or CSV icon. Select either icon to open or save the file and then print as you normally would.
20. Once you have finished registering students click **"Log Off"** located in the upper left-hand corner of the screen

Please note: During the open registration window System Test Coordinators can login at any time and edit/delete or add additional students by following the instructions above.

Contact Information

- If you do not have your student's 9-digit State ID Number, contact your system's AIM System Administrator or the OPI AIM Helpdesk at 1-877-4AIMMT1 (1-877-424-6681) or 444-3800.
- If you do not have the MARS password for your system, contact Gayle Allen at OPI at gallen2@mt.gov or 406-444-3511
- For additional questions or if you are having difficulty accessing the registration site contact Lynn Albee at 1(800) 431-8901 or albee.lynn@measuredprogress.org